



WASHINGTON STATE DEPARTMENT OF
Natural Resources

**Would you like to have experience working
with the State Department of Natural Resources?**

Here's your opportunity!

The Department of Natural Resources (DNR), through its Washington Conservation Corps Program (WCC), is opening up one opportunity for a young adult to learn valuable clerical skills that will help enable them to find employment in the clerical field.

The successful candidate will report directly to an Assistant Division Manager of DNR's Asset Management and Protection Division, and will get to work closely with a variety of highly skilled mentors from within the Department.

This office assistant type position will perform a variety of routine clerical duties such as answering phones, monitoring e-mail, scheduling meetings, making travel arrangements, filing, distributing mail, monitoring timelines for projects and assignments, and typing memos or letters. The training will consist of a mix of on-the-job training, formal class training, and mentoring.

This position will receive \$7.63 per hour (+ the minimum wage adjustment in January of 2007) and will have the potential of earning an AmeriCorps Education Award (\$4725) that can be used towards future tuition costs or to pay back qualified student loans.

To be eligible, you must:

Be 18 years of age and not yet 26 (eligibility set by state law); be currently living in Washington; and be a U.S. Citizen, National, or Permanent Resident Alien.

We are looking for someone with some basic computer skills that is able to interact positively with our staff and the public and that is excited about the opportunity to get a year of direct experience and make new contacts.

If interested, please send a resume (mail, email, or deliver) by December 22, 2006 to:

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